

**Mohammed Adnan**

**Cashier**

Dubai, UAE (Visit Visa)

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### **Career Objective**

Dedicated, adaptable, and customer-focused cashier eager to leverage retail experience and cash register handling skills to support a retail brand's goals. Seeking an entry-level cashier position to contribute excellent interpersonal skills, strong work ethic, and attention to detail to a reputable organization.

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### **Professional Summary**

- Experienced cashier with a proven ability to manage transactions, balance cash drawers, and deliver excellent customer service in fast-paced environments.
- Skilled in handling cash, processing payments, issuing receipts, and maintaining accurate financial records.
- Strong organizational and time-management skills with a client-focused approach, ensuring a positive shopping experience for customers.
- Proficient in operating electronic systems, including scanners, scales, and cash registers.

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### **Work Experience**

#### **Cashier – Quess Corp Limited (Bajaj Finance)**

**March 2023 – December 2024**

- Processed sales transactions efficiently and accurately using cash registers and electronic systems.
- Balanced cash drawer at the end of each shift, ensuring zero discrepancies.
- Issued receipts, refunds, and change while maintaining excellent customer interactions.
- Generated daily reports for credit and debit sales to ensure accurate record-keeping.
- Managed and processed customer payments, including cash and credit transactions.

#### **Cashier – Bombay Agro Industries Pvt Ltd**

**June 2021 – February 2022**

- Operated cash registers, scanners, and other electronic systems to process transactions.
- Collected payments and ensured accurate documentation of all sales.
- Balanced cash registers daily, reconciling discrepancies and ensuring accuracy.
- Created and maintained daily transaction sheets for record-keeping and reporting purposes.
- Delivered exceptional customer service, addressing inquiries and resolving payment-related issues.

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### **Education**

- **Bachelor of Mathematics, Physics & Computer Science (B.Sc)**  
Telangana University, Gauthami Degree College, Nizamabad
- **Higher Secondary Certificate (HSC)**  
Sri Kakatiya Junior College, Nizamabad
- **Secondary School Certificate (SSC)**  
Crescent High School, Nizamabad

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### Technical Skills

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Tally ERP 9
- Tally Prime

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### Personal Skills

- Project Management
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

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### Languages

- English: Fluent
- Hindi: Fluent

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### Additional Information

- **Nationality:** Indian
- **Passport Number:** V3210132 (Valid till October 2031)

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### Key Responsibilities (Highlighted)

- Balanced cash drawer at the end of each shift, ensuring accuracy.
- Managed customer transactions using cash registers and electronic systems.
- Issued receipts, refunds, and change while maintaining positive customer relationships.
- Generated daily reports for sales transactions and reconciled discrepancies.
- Operated scanners, scales, and other electronics for seamless payment processing.